Helpful Hint -- Modify Toolkit ArcView Default Project File
D R A F T

Each time a new customer file is setup, a copy of an ArcView project file is placed in their folder. Modify this file to setup a view window with appropriate properties.

Start ArcView, **Open Existing Project**
Directory Path: **c:\program files\usda\toolkit express nt\arcview extensions\projects**
Select File: **toolkit2_template.apr   OK**
(Be careful – you are editing the default for <u>all</u> projects.)

The standard default template only has a project window. Since you will always want a View Window to start working, you can go ahead and add that to your default.
Select **View, New**
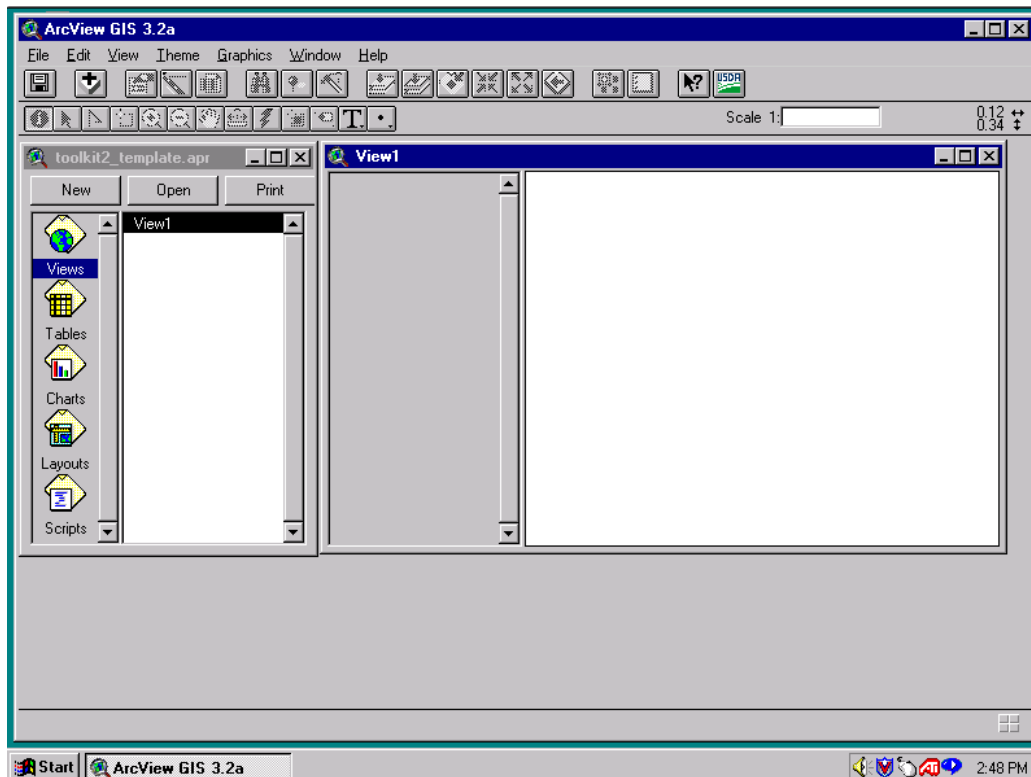Select **View, Properties**
Change Map Units to **meters**
Change Distance Units to **feet**
(change nothing else)
OK

> *For Toolkit, all GIS data layers are projected in UTM NAD 83. Set Map Units to meters and distance units to feet for scale, area calculations, and measurements to work properly.*

Drag the View window to the right and adjust the sizes of the Project and View windows.
Your screen should look like the following:

Select **File, Save Project**
Select **File; Exit**